

QUICK REFERENCE TO MH MIS TRAININGS

WHAT & WHEN	WHY	WHO SHOULD ATTEND	WHERE	HOW TO REGISTER
STAFF SEMINAR Sept 4 th – 30 th , 2008 8 am – 12 noon or 1 – 5 pm	Staff must temporarily use paper forms to collect client data as we transition from InSyst to Anasazi. The forms include: demographic, diagnosis, financial, insurance, and services for billing.	Staff who: enter data into InSyst or into client records, submit billing to MediCal/3 rd party insurance for mental health services, work in a direct service program, &/or are program managers	Five regions in the county: Central/North Central, East, South, North Coastal, and North Inland	Online beginning Aug 11 th , 2008 at www.mhsinc.org , under "Calendar of Events", all trainings, Sept calendar. Scroll below for date/location. Register & download flyer
(Non-billing Programs) STAFF SEMINAR Sept 5, 11, 12, 19, and 24 3 hour training	Same as Staff Seminar, above, without financial and 3 rd party forms training	Staff who enter data into InSyst or client records, track services without submitting billing to MediCal/3 rd party insurance	Four regions in the county: Central/North Central, East, South, and North Inland	Respond to e-mail instructions with RSVP to mhmis.hhhsa@sdcounty.ca.gov Alison Williams will then schedule.
DRAFT SERVICE ENTRY Sept 22 nd – 26 th , 2008 Half-day training, am or pm Computer lab	Services must be entered while client data is still being transferred from InSyst/ECura to Anasazi. The "draft service entries" will be converted after Cutover.	One to two staff per program who currently input service data for billing and who will input service data for billing using Anasazi. <u>Prerequisite</u> = Staff Seminar or Non-billing Programs Staff Seminar	Two regions in the county: Central/North Central and North Inland Check locations	Online beginning Aug 25 th , 2008 at www.mhsinc.org , under "Calendar of Events", all trainings, Sept calendar. Scroll below for date/location
<p>Close month of September 2008 in order of priority: client registration/updates; UMDAP; open/close episode; insurance update; services through September 2008</p> <p>Remember, the cleaner the data, the smoother the transition will be.</p> <p>CUTOVER: InSyst is turned off @ 5 pm October 1, 2008 for data conversion to Anasazi. When that is completed, (approximately mid October, 2008) InSyst will be available to enter services from September, 2008, and for look up, view, and print.</p>				
SERVICE ENTRY Oct 27 th – 31 st , 2008 Half-day training, am or pm Computer lab	After Cutover, services will be entered directly into the MH MIS using Anasazi and errors from the converted draft service entries need to be corrected.	The same staff who attended Draft Service Entry Training, above <u>Prerequisite</u> = Draft Service Entry Training	Two regions in the county: Central/North Central and North Inland	Online beginning Sept 29 th , 2008 at www.mhsinc.org , under "Calendar of Events", all trainings, Sept calendar. Scroll below for date/location
DEPLOYMENT Nov 17, 2008 through March 27, 2009 Three day computer training and one day on-site training	Data from demographic, diagnosis, and financial forms will now be entered at program sites instead of at the cutover data entry center.	One to two staff per program who did registration, UMDAP, and episode opening/closing in InSyst, and who will enter demographic, diagnostic, and assignment data using Anasazi Prerequisite = Staff Seminar	Four regions in the county: Central, North, East, and South	Programs with high volume, e.g. EPU & Sheriff are likely to be deployed first. Registration will be online at www.mhsinc.org

QUESTIONS? Call User Support Desk 1-800-834-3792 or write mhmis.hhhsa@sdcounty.ca.gov

8/27/2008 5:24 PM